

Texas Historical Commission Job Vacancy Notice

Position Title: Site Manager, Mission Dolores State Historic Site
Classification Title: Program Supervisor III
Job Posting Number: 18-2000-45
Salary: \$3,883.34 - \$4,800/Monthly
Salary Group/Class#: B19/1582
FLSA: Exempt
Opening Date: 02/16/2018
Closing Date: Until Filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: Mission Dolores State Historic Site, San Augustine, TX 75972

MISSION DOLORES STATE HISTORIC SITE

The Mission Dolores State Historic Site, located in San Augustine, Texas, is a Spanish Colonial mission site (1721-1773) located in deep East Texas. Today, there are no above ground remains of the mission, but extensive archeological investigations have confirmed the location of the mission site. On site today is a museum and the El Camino Real de los Tejas visitor center building, which also houses an archeological laboratory and artifact curation facility. Additional information about Mission Dolores and its history can be found at

<http://www.texasbeyondhistory.net/dolores/index.html>

In addition to the museum and visitor center, there is also a 32-vehicle RV Park that operates in conjunction with the site.

JOB OBJECTIVE:

Under the direction of the Historic Sites Supervisor, the Site Manager is responsible for effective administration, management and operation of the Mission Dolores State Historic Site. Responsibilities of the Site Manager include, but are not limited to: business planning, budget development and management; maintenance of the site; resource management and curatorial care of original and reproduction artifacts and exhibits; visitor services, interpretive and educational program planning, development, scheduling, production and evaluation; development of beneficial partnerships, volunteer management, media relations, promotional and marketing activities; records management and reporting; management of minor repair and maintenance projects; and personnel management. The Site Manager assists the Director of Historic Sites Operations and Division Director/Deputy Executive Director of Historic Sites with effective coordination and interaction with headquarters staff, landowners, and local government entities on matters affecting the site. Provides leadership to site staff, volunteers and other stakeholders to successfully manage and conserve the site's natural and cultural resources.

ESSENTIAL DUTIES:

1. Supervision of site staff, including an Educator, Administrative Assistant, and Maintenance staff.
2. Direct the day-to-day operations of the site, including visitor services, programs, safety and security.
3. Responsible for business and program planning, development, and implementation.
4. Manage earned revenue goals and growth through retail, programming, special events and recreational (RV) activities.
5. Develop and implement effective techniques for evaluation of operation and programs.
6. Study and analyze operations and problems, and prepares reports of findings and recommendations.
7. Prepare justifications for and assists in implementing procedural changes and policy compliance.

8. Work with program staff in determining trends and resolving technical problems.
9. Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs.
10. Evaluate employee performance and identify mentoring, coaching and training opportunities for staff members.
11. Provide recommendations on staffing needs and organization.
12. Communicate THC policy, business and information to staff in a timely basis.
13. Communicate issues, opportunities, Friends group ideas and initiatives to supervisor in a timely and effective way.
14. Maintain knowledge of current historic preservation and museum best practices.
15. Participate with the Division, THC leadership and Commission in defining site mission.
16. Communicate mission to stakeholders, Friends and community.
17. Identify priorities and resources in annual and long-range planning for the program.
18. Provide effective liaison with site Friends group and assists them in annual planning, submission of annual program and timely reporting to Division as required.
19. Represent THC and the Historic Sites Division as needed in public meetings, seminars and other events.
20. Coordinate public relations, media and marketing activities with Public Information and Education Division.
21. Oversee collections care and management in consultation with the Division of Historic Sites' Chief Curator, to ensure that artifact and paper collections are under the site's physical and intellectual control, appropriately stored and documented collections include historic buildings and features of the site.
22. Oversee maintenance and preservation planning and identify needed projects and appropriate resources to accomplish them.
23. Implement cyclical maintenance program for the historic site.
24. Direct the interpretive program for the site, including research, planning, development of programs and exhibits and conducting special and educational programs and audience research needed.
25. Provide subject matter expertise related to the historic site and its period of Texas history and insures the accuracy of material produced about the program or site.
26. Prepare annual budget proposal, monitor site expenditures to prevent overspending and approve expenditures from site budget.
27. May develop procedure manuals and planning documents.
28. May train others.
29. Adheres to established work schedule with regular attendance.
30. Follows all THC safety guidelines, policies and procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited college or university with a degree in Business, Business Administration, Management, History, American Studies, Museum Studies or closely related field that included course work in museum, cultural resource, preservation, or non-profit management studies;
- Minimum four years' work experience in business administration or the museum field with one year of administrative and supervisory experience in directing a museum or historic site;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Master's degree in Business, Business Administration, Management, History, American Studies, Museum Studies or a closely related field that included business studies course work with two years' work experience in the museum, non-profit or cultural resource management field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of historic site administration and operations;
- Knowledge of cultural resource management;
- Knowledge of museum interpretation/education;

- Skill in overseeing facility/equipment/grounds repair programs and repair techniques;
- Ability to develop marketing, promotional activities and special events;
- Ability to manage programs and projects;
- Ability to develop and maintain financial systems;
- Ability to develop relationships and professional partnerships with diverse communities;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Workplace setting is a historic site, in an office and outdoor setting where occasional exposure to weather, dust, insects, and traveling on uneven and unpaved surfaces, and lack of environmental control are part of the working conditions. Required to work 40 hours per week including flexible scheduled hours other than 8:00 a.m. to 5:00 p.m. with days off other than Saturdays, Sundays and holidays. Must be able to safely lift up to 30 pounds and required to respond to emergency situations. Required to travel with an occasional overnight stay.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER